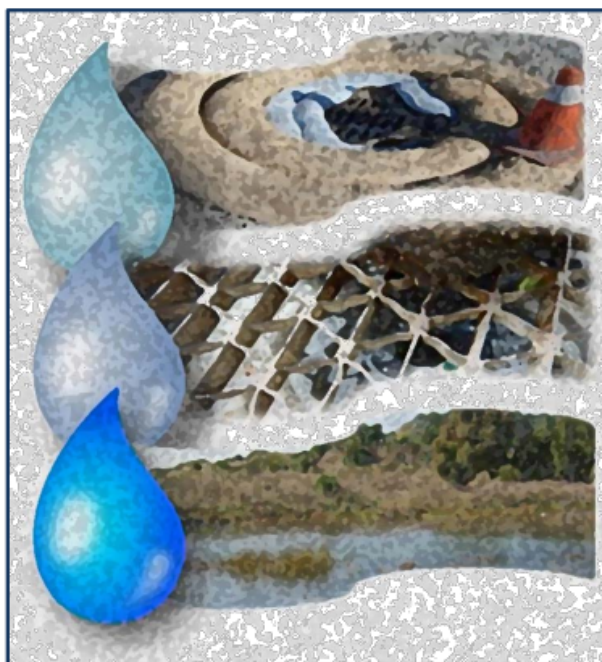




# STATEWIDE INDUSTRIAL AND CONSTRUCTION GENERAL PERMIT

## DISCHARGER'S GUIDE TO THE STORM WATER MULTIPLE APPLICATION AND REPORT TRACKING SYSTEM (SMARTS) DATABASE

# eAUTHORIZATION FORM



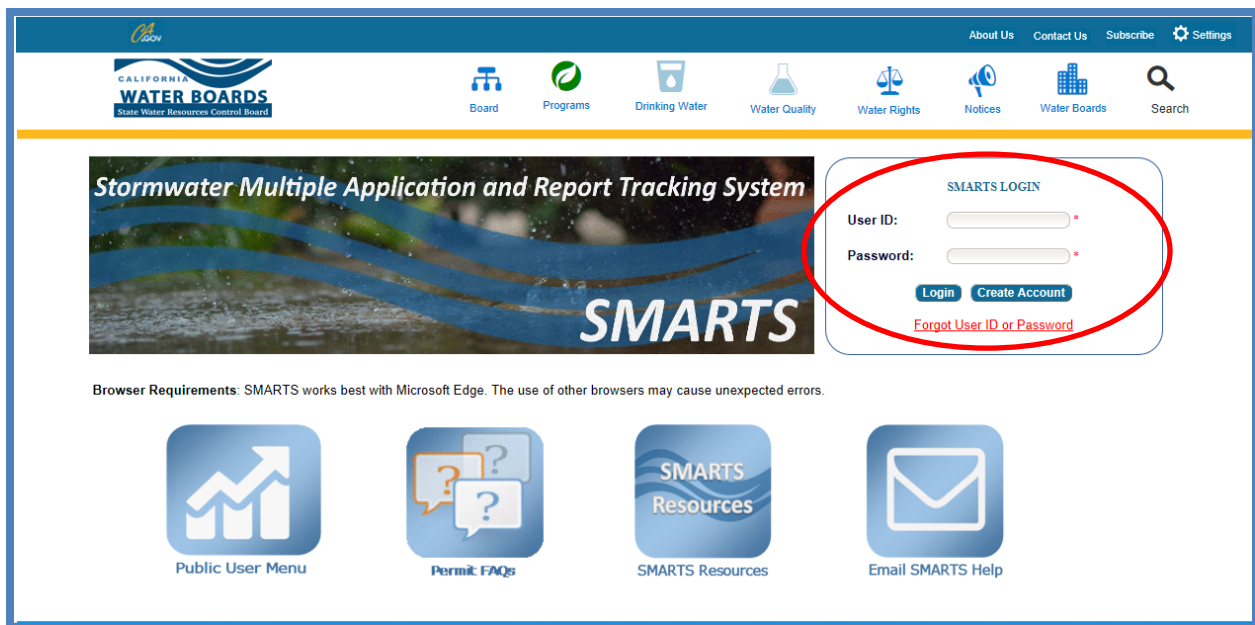
**Last Revised: March 10, 2021**

### Locating the eAuthorization Form (eAuth):

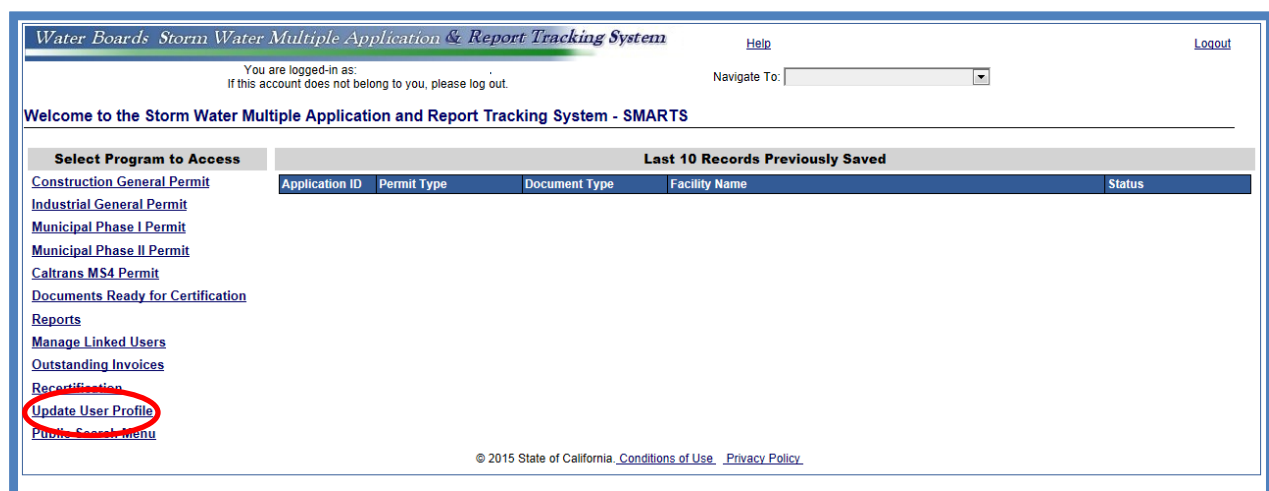
eAuthorization forms are required to be completed by the Legally Responsible Person (LRP) or Duly Authorized Representative (DAR) for the Organization. The eAuthorization form needs to be on file to certify reports, Changes of Information (COIs), Notice of Terminations (NOTs), and other documents in SMARTS.

1. Please have the Legally Responsible Person (LRP) or Duly Authorized Representative (DAR) log into [SMARTS](https://smarts.waterboards.ca.gov) (<https://smarts.waterboards.ca.gov>):

Please use SMARTS in Microsoft Edge



2. From the main menu select “Update User Profile”:



- The eAuthorization form hyperlink will be available if there is not a form on file. The Legally Responsible Person (LRP) or Duly Authorized Representative (DAR) is required to have one for every organization they are associated with:

**Water Boards Storm Water Multiple Application & Report Tracking System** [Help](#) [Logout](#)

You are logged-in as [username]  
If this account does not belong to you, please log out. [Navigate To:](#) [dropdown]

### User Account Details

This page allows you to enter or edit your user account details. Enter and edit the details as needed in the fields below and click on "Save" button to save the details. [Back to Main Menu](#)

User ID: [text]  
First Name: [text] \* 2  
Middle Name: [text] 2  
Last Name: [text] \* 2  
Phone: [text] (999-999-9999) Ext: [text]  
Title: [text]  
[Save](#) [Cancel](#)

[Change Password](#) [Change Email Address](#) [Create New Organization](#)

**Associated Organizations:** The following are the organizations associated with your user account. In order to start a new / view existing Change of Information of an organization; Click on Start/View COI link of the corresponding organization.

| Name           | Address                           | Role   | COI                            | Delink Organization    | eAuthorization Form                       |
|----------------|-----------------------------------|--|--------------------------------|------------------------|---|
| California 123 | 123 Book it Sacramento CA 95814   | Legal Responsible Person of the Organization | <a href="#">Start/View COI</a> | <a href="#">Delink</a> | <a href="#">Print eAuthorization Form</a> |
| Test           | 1001 I Street Sacramento CA 95814 | Legal Responsible Person of the Organization | <a href="#">Start/View COI</a> | <a href="#">Delink</a> |   |

**Associated COIs for your organizations:** Click on COI ID to view the corresponding Change of Information details.

| COI ID                | Organization Name | Submitter | COI Date | COI Status    | Delete COI             |
|-----------------------|-------------------|-----------|----------|---------------|------------------------|
| <a href="#">25289</a> | Test              |           |          | Not Submitted | <a href="#">Delete</a> |

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- Once the linked is selected the file will download as a pdf and you will print the form<sup>1</sup>.
  - The original form will need to be signed in wet **blue** ink and sent to the address provided on the form.
- Regular Mailing Address:**  
SWRCB  
Storm Water Section  
PO Box 1977  
Sacramento, CA 95812-1977

**Overnight Mailing Address:**  
SWRCB  
Attn: Storm Water Section  
1001 I Street – 15th Floor  
Sacramento, CA 95814
- Once the form has been received and processed, you will receive an e-mail confirmation that you can certify documents.

<sup>1</sup> **NOTE:** If using another browser besides Microsoft Edge the file will not download correctly. The download will be a .jsp file type. This file type can be saved and the file extension can be saved as a pdf which will display the form properly.